Each student completing an Academic Internship is required to write an Internship Proposal to his/her faculty sponsor before completing the online form “Report an Internship for Credit” in BearTracker!

Each student in collaboration with his/her Internship Site Supervisor will write an Internship Proposal and then upload your Microsoft Word Document or PDF document in the “Report an Internship for Credit” form in BearTracker.

The bulleted format below is what you should use to write this Internship Proposal using Microsoft Word. In BearTracker, use the browse function to locate your proposal.

* PLEASE KEEP IN MIND THAT YOU WILL NEED TO MEET WITH YOUR SITE SUPERVISOR FROM YOUR SELECTED INTERNSHIP SITE TO COMPLETE THIS PROPOSAL. ESPECIALLY NUMBERS 1-4.

1. **CONTACT HOURS**
   - How many hours you will be working on the site per week and the total number of hours you will be completing for the internship.
   - Provide a detailed schedule of what days of the week you will be at the internship site and what times during each day you will be working. (We realize this may change and may vary. Give us your best estimate.)
   - Starting & ending date of the internship and semester you will be completing the internship (ex. fall, spring, summer)

2. **DETAILED INTERNSHIP DESCRIPTION AND TRAINING**
   - Describe in detail what you will be doing for your internship, including any projects, assignments, and or duties for your internship. This will be the largest section of your Internship Proposal! Please provide as much detail as you can!
   - Describe how and when training will take place. (Ex. hands on, on going, etc.)

   * 70/30 Rule – 70% of intern duties should include new viable skills/ 30% can be general office duties

3. **MENTORING/INTERNSHIP SITE SUPERVISION**
   - Who will be your site supervisor?
   - Describe when you will meet with your supervisor during your internship and how your progress will be evaluated. It is recommended to meet with your Site Supervisor at least once per week during your entire internship.
   - Will you have the opportunity to attend staff meetings? Will you be able to shadow other staff members?
   - Will you have the opportunity to conduct Informational Interviews with your supervisor and other key members of the organization?

4. **MARKETABLE SKILLS**
   - Describe in detail what marketable skills you will develop by completing this internship.
   - Talk with your supervisor about what new marketable skills you will have after you complete this academic internship. Please describe any technical skills and soft skills you learn during your Academic Internship experience.

5. **HOW THIS INTERNSHIP RELATES TO MY MAJOR/CAREER FIELD**
   - Describe in detail how your internship relates to your academic major/career field.
   - Explain how your course work will relate to your selected internship.

6. **WHAT YOU EXPECT TO LEARN FROM YOUR ACADEMIC INTERNSHIP**
   - Describe in detail what your expectations are for your internship. What do you want to learn?
   - Explain what your four required Learning Objectives and Learning Outcomes will be for your internship.
   - Explain how your internship will enhance your academic program here at SUNY Potsdam.